



Chesterfield County, Virginia
Department of Parks and Recreation

P. O. Box 40– Chesterfield, VA 23832-0040

Phone: (804) 748-1623 – Fax: (804) 751-4131 – Internet: chesterfield.gov/parks

Michael S. Golden
Director

Course Proposal

- 1. Brief resume/history of instruction**
- 2. Copy of relevant certifications(s), if any**
- 3. Description of class including required age of participants and/or skill level; day and time of class; duration of instruction (i.e. one day only or one or two classes per week for a certain number of weeks)**
- 4. Indicate what type and how much material, supplies, equipment and/or space will be needed.**
- 5. Indicate which of the items referenced in #4, if any, will be provided by the instructor.**
- 6. What is your fee? The amount you are requesting from us.**
- 7. If your proposal is for participants under 18, are you willing to complete the required Criminal Background Check and Fingerprinting Process?**
- 8. Indicate the participant minimums and maximums for the class that you will instruct.**

Related Information:

Our Program Guide is distributed three times each year.

Winter/Spring: January – April, course information due around 3rd week in Sept.

Summer: May – August, course information due around 3rd week in January

Autumn: September – December, course information due around 3rd week in May

***Due dates are subject to change.**

Participants are required to register at least one week before the start of the program/class. If the minimum number of participants is not met, the class will be cancelled. You would not be obligated to teach the class at that point.